

Adopted: October 24, 1989

ACADEMIC SENATE
OF
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, California

AS-326-89/PPC
RESOLUTION ON
RETENTION OF PROBATIONARY FACULTY

WHEREAS, Campus Administrative Manual (CAM), section 343.1, is currently out-of-date; therefore, be it

RESOLVED: That the current CAM 343.1 be deleted; and, be it further

RESOLVED: That the following CAM 343.1 be added:

CAM 343

343.1 RETENTION OF PROBATIONARY FACULTY UNIT MEMBERS

A. Procedures

1. Performance reviews for the purpose of retention shall be in accordance with CAM 341 and Articles 13 and 15 of the Memorandum of Understanding (MOU) between the California State University (CSU) and Unit 3 Faculty.
2. Applicants for retention shall submit a resume which indicates evidence supporting retention. This resume shall include all categories pertinent to retention consideration: teaching activities and performance, or librarian effectiveness and performance; professional growth and achievement; service to the university and community; and any other activities which indicate professional commitment, service or contribution to the discipline, department, school or library (in the case of librarians), university, or community.
3. Recommendations for retention are based on the same factors as for promotions (see CAM 342.2.B.4).

Proposed By:
Personnel Policies Committee
Date: September 19, 1989
Revised: October 3, 1989

343 Reappointment Procedures During Probationary Period (See CAM 344 for tenure appointments.)

343.1 Procedure for Probationary Academic Employees (See Appendix V for Schedule of Deadlines.)

- A. Each year by October 1, the Director of Personnel Relations will send to directors, department heads, division heads, school deans, and vice presidents a list of academic personnel in their respective areas of responsibility who will have completed at the close of the current college year one or more probationary years of service. The processing of evaluations and recommendations for academic personnel (Counselors, Student Affairs Officers, Librarians, and Academic Administrators) under the Dean of Students, the Executive Vice President, and the Vice President for Academic Affairs is subject to the same procedures and deadlines as outlined in this section. The only exception is that these recommendations of reappointment or nonreappointment (for tenure or nontenure see CAM 344.2,A.) are sent for appropriate action to the President by the Dean of Students and the vice presidents. For academic employees serving in academic-administrative assignments, the Administrative Employee Evaluation Form (Appendix III) is used.
- B. Each faculty member subject to evaluation shall update his/her personnel file, using the Faculty Resume Worksheet appearing in CAM Appendix XII as a guide. Department heads will evaluate personnel on their respective lists in accordance with CAM 341. They will submit to their respective school deans the names of probationary personnel recommended and not recommended for appointment for the subsequent academic year. Submission dates are November 1 in the case of employees with two or more years of probationary service, and January 17 in the case of employees with one year of probationary service. In addition, each first year probationary faculty member whose academic rank appointment followed employment as a full-time lecturer in the spring, spring and winter, or spring, winter and fall quarters of the previous college year should be evaluated by November 1. In arriving at the recommendations, the department head will consult tenured members of the department staff, and the results of such consultation must be presented in writing to accompany the recommendations. The consultative evaluation signed by the committee chairperson or the committee members, or as individually signed statements, shall include reasons in sufficient detail to validate the recommendations of the consulted group. In those instances where the consultative evaluation represents a consensus opinion and is signed by the committee chairperson, the filing of a minority report by committee members whose opinions differ from the views expressed in the majority report is permitted and encouraged. To insure consideration, such a minority report should accompany the majority report at the time it is forwarded to the department head.
- C. School deans will submit their respective lists with their own recommendations including those for department heads to the Vice President for Academic Affairs by November 15 in the case of employees with two years of service, and first year faculty with prior full-time lectureship employment as defined in "B" above; by December 5 in the case of employees with three or more years of service; and by January 31 in the case of employees with one year of service.
- D. The Vice President for Academic Affairs will submit by November 19, December 10, and February 9, respectively, a listing of the names of personnel not recommended for reappointment to the chairperson of the Personnel Review Committee of the Academic Senate for review by the Committee. At the request of the Chairperson of the Personnel Review Committee, the Vice President for Academic Affairs shall provide a sampling of positive recommendations for comparison purpose.
- E. The Chairperson of the Personnel Review Committee will forward to the appropriate Vice President or Dean of Students by December 1, January 15, and February 19, respectively, the results of its review of the recommendations, together with its own recommendations.*

Revised August, 1982 |

Revised December, 1982 |*

- F. Acting for the President, the Vice President for Academic Affairs will notify all second year academic employees not being considered for tenure by December 15 of either (1) reappointment to a third probationary year; or (2) that notification will be given no later than June 1 regarding the third probationary year. Academic employees with three or more years of probationary service who are not being considered for tenure will be notified by February 5 whether (1) the subsequent academic year is an additional probationary year; or (2) the subsequent academic year is a terminal notice year with termination effective at the end of the notice year with termination effective at the end of the notice year; or (3) that notification will be given no later than June 1 regarding their status for the next academic year. In addition, each first year probationary faculty member with previous lecturer employment (as defined in "B" above) will be notified by the Vice President for Academic Affairs by December 15 concerning reappointment. Academic employees being considered for tenure will be notified on the same dates as above by the President of according or nonaccording of tenure. (See CAM 344.2.)
- G. The same review process as outlined above will be used for those academic personnel who were advised that they would receive notice by June 1 concerning their status for the next academic year. For such academic personnel, the deadline schedule listed below will be followed in processing recommendations.
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| April 15 | From Department to Deans, Division Heads or Directors |
| April 28 | From Dean to Appropriate Vice President or Dean of Students |
| May 5 | From Vice President for Academic Affairs to Personnel Review Committee, Academic Senate |
| May 18 | From Personnel Review Committee to Appropriate Vice President or Dean of Students (with copy to school dean) |
| June 1 | Vice President for Academic Affairs notifies the individual concerning reappointment and the President notifies the individual concerning tenure |
- H. Recommendations will be based on teaching performance and/or other professional performance, professional growth and achievement, service to university and community, and such other factors as ability to relate with colleagues, initiative, cooperativeness, dependability, and health. (See Faculty Evaluation Form, Appendix I.)
- I. Terminal Notice Year
- Under provisions of 5 Cal. Adm. Code 43561, a faculty member serving a third, fourth, fifth, or sixth year of probationary service is entitled to an additional academic year of employment (identified in Title 5 as a "terminal 'notice' year," or "terminal year") if the decision to terminate employment is communicated to the faculty member during any one of those probationary years.
- J. If the department head recommends nonreappointment, a written invitation shall be forwarded by the department head to the individual to discuss the decision; if an initial recommendation of nonreappointment is made by the school dean, the dean shall invite, in writing, the individual to discuss the decision in the presence of the department head.
- K. Notifications of reappointment and nonreappointment are made in accordance with 5 Cal. Adm. Code 43566 as follows:
1. Notification of all decisions regarding reappointment and nonreappointment shall be in writing and signed by the University President or a designee.
 2. The notice of intention not to reappoint a probationary academic employee shall be mailed by certified mail, return receipt requested, to the academic employee's last known address, or the notice may be delivered to the academic employee in person who shall acknowledge receipt of the notice in writing. If

such notice is delivered to the academic employee and the employee refuses to acknowledge receipt thereof, the person delivering the notice shall make and file with the University President an affidavit of service thereof, which affidavit shall be regarded as equivalent to acknowledgment of receipt of notice.

3. Reappointment to a succeeding academic year may be accomplished only by notice by the President or a designee. Notwithstanding any provision of the **Campus Administrative Manual** to the contrary, no person shall be deemed to have been reappointed because notice is not given or received by the time or in the manner prescribed in the **Campus Administrative Manual**. Should it occur that no notice is received by the times prescribed in the **Campus Administrative Manual**, it is the duty of the academic employee concerned to make inquiry to determine the decision of the President, who shall without delay give notice in accordance with this section.

343.2 Procedure for Administrative Employees

- A. Administrative employees serve a two-year probationary period and are evaluated in six-month cycles. At the time of evaluation, the supervisor will forward the evaluation form together with a recommendation for or against continuance of employment through appropriate channels to the dean, division head, or vice presidents. (See CAM 344.3.)
- B. In the case of a recommendation against continuance of employment, the dean, division head, or vice president will forward the evaluation form and a copy of the recommendation to the Executive Vice President.
- C. The Executive Vice President will notify the employee of the decision not to continue employment as follows:
 1. Following completion of six months or more of continuous service, notice shall be given not less than 15 days prior to the assigned date of separation; or
 2. Following completion of 12 months or more of continuous service, notice shall be given not less than 30 days prior to the assigned date of separation; or
 3. Following completion of 18 months or more of continuous service, notice shall be given no later than the last day of the probationary period and not less than 45 days prior to the assigned date of separation.
 4. An administrative employee shall not become a permanent employee on beginning the third year of service if notice of rejection pursuant to this section has been given at any time during the probationary period.
- D. Recommendations will be based on job performance, personal relationships, professional ethics, and acceptance and implementation of respective department, school, and campuswide objectives. (See Administrative Employee Evaluation Form, Appendix III.)

343.3 Procedure for Support Staff Employees

- A. At the time of the employee's first and second performance evaluations (end of third and sixth months of employment), the supervisor will forward the evaluation form together with a recommendation for or against continuance of employment through appropriate channels to the dean, division head, or vice presidents. (See CAM 341.)
- B. In the case of a recommendation against continuance of employment, the school dean or division head, not later than one month and one week prior to the proposed effective date, will forward a decision to the Personnel Office.
- C. The Personnel Office will notify the employee in case of a decision not to continue employment. Every effort will be made to make this notification one month prior to the effective date.

Memorandum

RECEIVED

JAN 30 1990

CAL POLY

SAN LUIS OBISPO
CA 93407

To : James L. Murphy, Chair
Academic Senate

Academic Senate

Date : January 17, 1990

File No.:

Copies : Philip Bailey
Deans
Jan Pieper
Mike Suess

From : Warren J. Baker
President

Subject: AS-326-89/PPC

The above referenced resolution is approved to replace CAM 343.1. Since faculty personnel procedures cannot be changed during a personnel review cycle, the effective date of the resolution will be June 15, 1990.

Please extend my appreciation to the members of the Personnel Policy Committee for their efforts in updating the Campus Administrative Manual.